

## State Water Resources Control Board

Division of Drinking Water

### **HOW TO APPLY FOR CERTIFICATION**

ELAP would like to remind our laboratories of the importance of submitting a complete application 90 days prior to the expiration of your current certificate to allow our team adequate time for the certification process to be completed. Your application will not be processed until all required documents have been submitted.

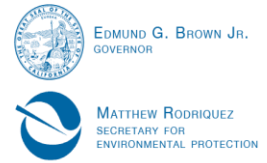
Below are instructions for submitting applications and payments.

#### **New/Renewal/Amendment Application Instructions:**

Please electronically submit the following documents by sending them as attachments to an email addressed to [elapca@waterboards.ca.gov](mailto:elapca@waterboards.ca.gov). The application and Fields of Testing forms can be found on our website at [www.waterboards.ca.gov/ELAP](http://www.waterboards.ca.gov/ELAP).

1. **Signed ELAP 001 Application** (PDF), (*fill out application, print, sign and date, scan*)
2. **Signed Fields of Testing forms** (PDF), (*populate spreadsheets with "Y" in column to indicate you are requesting certification for that analyte, print, sign and date, scan*)
3. **Updated Quality Assurance Manual** (PDF), (*must be dated within one year of your application being received*)
4. **FOT Worksheets** (Excel files), (*attach the same Fields of Testing files that you printed and signed in item #2 as Excel files so that we can directly upload your requested methods/analytes to our database*)
5. **Acceptable Proficiency Testing results** for requested methods/analytes from your **most recent** study, (*attach vendor PDFs of results with your application*)
  - a. **Corrective Action Plans** for any Not Acceptable results and **previous cycle's results**\*
6. **Any certifications your laboratory holds from a recognized Accrediting Body** for ELAP to review as part of your submission and consider as basis for CA accreditation (NVLAP, NELAP, ISO, other state accreditations, etc)\*
  - a. On-Site Assessment Report and Findings\*
  - b. Any applicable Corrective Action Plans\*

\*not required if not applicable



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### **Payment Instructions:**

Both renewal and annual payments include a base fee of \$1003.00, **plus** \$452.00 for each Field of Testing you are applying or certified for.

If you are submitting an Amendment application, the fee is \$452.00 **per** Field of Testing you are asking for amendment of.

Both renewal notices and annual fee invoices include a payment slip for your remittance. If you did not receive an invoice, please email us to request a replacement.

[elapca@waterboards.ca.gov](mailto:elapca@waterboards.ca.gov)

Please include your certificate number on your check.

Payments are now processed by the Water Boards' Accounting Office. Send your payment to:

**State Water Resources Control Board Accounting Office**  
**ATTN: ELAP FEES**  
**PO Box 1888**  
**Sacramento, CA 95812-1888**

If you are sending via courier service and require a physical address:

**State Water Resources Control Board Accounting Office**  
**ATTN: ELAP FEES**  
**1001 I Street, 18<sup>th</sup> Floor**  
**Sacramento, CA 95814**